



**Planning & Community
Development Department**
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COMMERCIAL / INDUSTRIAL BUILDING PERMITS

The purpose of this brochure is to help you understand what information will be necessary to complete your application and to answer some common questions related to commercial/industrial building permits and inspections.

New commercial/industrial construction or the remodel/repair of commercial/industrial buildings in Liberty Lake must conform to adopted standards, including the Uniform Building, Plumbing, Mechanical and Fire Codes, the Washington State Barrier-Free Regulations, the Washington State Energy Code, zoning regulations, and various other local and state laws.

A meeting with any or all reviewing departments can be arranged to help determine your particular needs.

We strongly encourage these meetings, particularly on major projects, prior to the preparation of plans and specifications to help eliminate costly changes.

For more information on how to arrange a site plan review or pre-application conference for a commercial/industrial building, contact the Planning and Community Development Department (755-6707).

What requirements must be met before filing an application?

Many factors dictate whether a particular piece of property is compatible for a given project. Primary among these are the method of sewage disposal and zoning.

For on-site sewage disposal systems, soil type, location, property size, etc. are all influencing factors. To verify whether your particular piece of property is serviced, contact the Liberty Lake Sewer and Water District regarding the availability of a public sewer.

To be sure that your proposed use is compatible with the zoning of the property, contact Planning & Community Development at 755-6707.

Please note that a zone change for the property may have special conditions applicable to it which could influence the design of your project.

These conditions should be taken into consideration in the site and / or building design.

What information will be necessary to complete the Application?

At the time of application the following items must be submitted in order to provide a timely review of your project towards permit approval. Unless otherwise noted, submit 4 sets of (revised) site plans, (including landscaping and drainage), and 4 sets of construction drawings to the Planning and Community Development department with the information indicated for identification of and distribution to each of the reviewing agencies. Agencies may not respond to incomplete submittals. If this project has not been reviewed through a pre-application conference see our bulletin on "Commercial/Industrial Site Plan Review".

General Information:

- Legal description
- Scale of drawing & North arrow
- Property dimension and configuration
- A vicinity map showing sufficient area detail to locate the project in relation to arterial streets, landmarks
- Width/names of streets adjacent to site
- Distance to all property lines
- Setbacks to center of adjacent streets
- Existing buildings and setbacks to proposed buildings.
- Underground utilities/easements (water/sewer/gas/cable)
- Loading areas and drainage details
- Environmental checklist (SEPA)
- Bodies of water within 200 feet and other critical areas
- Buildings scheduled for demolition/removal
- Proposed buildings including projections, decks, canopies
- Site drainage / topography

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Construction Drawings:

- Critical materials list
- Fire lanes and turnarounds
- Fire hydrant/standpipe locations
- 2 complete sets of scaled drawings:
 1. Architectural with wet stamp and detail list on cover (Foundations, Floor Plans, Elevations, Cross Sections, etc.)
 2. Structural with wet stamp and calculations
 3. Mechanical and plumbing with wet stamps
 4. Electrical fixture locations
- Fire sprinkler/alarm system
- Energy details/calcs NREC plan review/ inspection acknowledgment forms and Lighting budgets
- Heating, ventilation and air conditioning drawings shall show: Equipment locations, exhaust systems, Duct system layout, (including: ducts, registers, diffusers, grill sizes, and air quantities)
 1. Fire dampers and listings
 2. Kitchen hood details/shafts
- Special inspection forms for:
Concrete, Masonry, Grout, Rebar, Steel, Welding, Bolting and Soils.
- Indicate handicap parking stalls and access ways into and within the building.
- Driveways and all road approaches
Approach permits to access City roads are required
- Topography of site/ elevations from curb and Spot elevations to verify minimum 1% grade
- Road improvements, show new and existing
- Road improvements, right of way dedication, property deed for RID Easements/access ways (Including, drainage, utility, driveway)
- Road construction plans and profiles
- Site improvements show new and existing
- Curbing, Sidewalks, Street channelization, Types of surfaces
- Drainage plan to include:
 1. Drainage swales
 2. Drywells
 3. Calculations
 4. Roof plan showing slope/drainage
 5. Drainage of loading dock areas
 6. Containment design
 7. Culver and grate capacity calculations
 8. Engineer stamp on plans and calculations
- Bench Mark

- Lock Box/Knox Box Required - Contact:
Spokane County Fire Protection District #1

Liberty Lake Sewer and Water District

- Sewer connection details
- Grease interceptor details
- General facility charges/sewer assessments

Land use (Planning & Community Development)

- Height/area/use of new and existing buildings.
- Outdoor storage, fence height/location/type
- Outdoor lighting/direction of illumination
- Illustrate parking areas and include:
 1. Existing parking/number of spaces
 2. Proposed parking spaces
 3. Traffic circulation showing striping and directional arrows
- Illustrate proposed landscaping including:
 1. Landscaped area
 2. Plants, location and height at time of planting
 3. Irrigation system
 4. Curbing
 5. Promissory letter for installation
 6. Estimate from a nursery including cost of materials, labor and irrigation system
- Signage included on plan showing height and square footage
- Zoning and/or Conditional Use #

Health District

- Septic tank/drain field and/or well location
- Floor drains and holding tank designs
- Septic permits and approvals required
- Sampling agreement
- Construction drawings and kitchen equipment schedule

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What steps will be taken to process the Building Permit?

At time of application, major commercial/ industrial projects will be scheduled for a pre-construction conference, allowing a minimum of five (5) working days for the effected departments to review the project. The departments will offer and distribute written comments on your proposal relative to city standards at the time of the conference, listing any project modifications that will be required in order to obtain your permit. Substantial changes may require resubmitting of plans.

In order to aid you in obtaining a permit in the shortest possible time frame, and depending on the circumstances as determined by staff, applications for minor commercial projects (i.e., small additions, minor remodels, etc.) may be circulated to the affected departments without the need to schedule a conference.

How long will it take to get the permit?

If your application and plans are complete, addressing all city and state requirements, approval for new commercial/ industrial construction can usually be given within 30 days. Special designs and major Commercial/ industrial projects may require additional review time. In the case of commercial/ industrial remodels or repairs, the complete application and approval process will usually take approximately 15 working days.

How much will the permit cost?

Fees for building permits are based on valuation using standard market rates for similar types of construction. The actual fees are established by the Uniform Building Code and are based on the size and use of the structure. Please refer to the city's current fee schedule or consult with department staff.

What issues can delay permit issuance?

- Incomplete plans, particularly construction details as prescribed by the Uniform Building Code.
- Incomplete information on plans reviewed by other City Departments (drainage, landscaping, allocation of floor area usage, parking spaces, etc.). For example, omitting calculations, elevations and/or swale cross sections on drainage/208 plans.
- Improper legal description.

- Fragmented submissions or plan changes initiated by the applicant or their agent.
- Failure to submit revised plans and documents to the Planning and Community Development Department for coordination and circulation. (All plans need to be submitted to the Planning and Community Development Department).
- Failure to respond to plan corrections noted during plan review in a timely fashion.
- Failure to adequately describe uses both within existing buildings located on the same site and in any proposed structures.

Will I need other permits in conjunction with the application?

Approvals or permits from other agencies may be required prior to the release of your building permit, including:

- Many commercial projects require plumbing and mechanical permits in conjunction with the building permit. Both are issued by Planning & Community Development.
- If you are installing or altering a septic system, or if your project is such that a septic system may need to be enlarged or relocated, permits are required from the Spokane Regional Health District (324-1560).
- If sewer is available to your site, a sewer permit will need to be obtained from the Liberty Lake Sewer and Water District (922-5443). Information regarding the installation or inspection of sewer lines can also be obtained from the Liberty Lake Sewer and Water District.
- Curb cuts, driveway approaches and the construction of curbs and sidewalks need to be reviewed by Planning & Community Development. Permits may be required (755-6707).
- Electrical permits for work in Liberty Lake can be obtained from the Washington State Department of Labor and Industries, (324-2640).
- For connection to the power distribution lines, contact the serving utility.
- Information on connections to a public water system can be obtained from the Liberty Lake Sewer & Water District (922-5443).

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Once the permit is issued, what inspections will be required?

At a minimum, the following inspections are required by Liberty Lake Code:

- Footing/Foundation - When forms and reinforcement are in place and prior to placement of concrete.
- Framing - After all framing, bracing and blocking is in place, and prior to concealing.
- Insulation - After the insulation is installed.
- Drywall - After nailing is complete but before taping or finishing (Fire walls only).
- Fire Systems - Fire alarm and sprinkler systems must be tested and witnessed by a representative of the department.
- Special Inspection - The owner may be required to employ an approved special inspector for structural welding, concrete or other types of work under Chapter 17 of the Uniform Building Code.
- Plumbing - After rough-in, before covering, and final.
- Mechanical - Rough in of piping, before covering metal chimneys, before concealment and final.
- Site Improvements - Site drainage, landscaping, parking, etc., prior to occupancy. (An inspection is recommended at the grading stage, prior to placement of sod, etc., to verify appropriate grades).
- Final - When complete, prior to occupancy.

Subsequent to an approved final inspection a Certificate of Occupancy will be issued.

In addition to the above inspections, any equipment, systems or materials which would be concealed by framing, drywall, concrete, etc., must be inspected prior to cover.

If during construction, problems arise where site modifications are required (i.e., parking, site drainage, landscaping, etc.) separate as-built drawings may be required demonstrating compliance with city requirements.

It is the responsibility of the permittee to see that the required inspections are made.

Failure to notify this department that construction has progressed to a point where inspection is required may necessitate the removal of certain parts of the construction at the owner's expense.

When you are ready for any of the preceding inspections, please call (755-6705), and give your name, project address, permit number and type of inspection needed. We can usually schedule an inspection within 24 hours. Under certain circumstances, parts of your project may require inspections from other agencies, including:

- Road cuts for utilities or drives: Washington State Department of Transportation, (456-3000) or the City of Liberty Lake Planning and Community Development Department (755-6707).
- On-site waste disposal system: Spokane Regional Health District, (324-1560).
- Construction in a flood plain: Liberty Lake Planning and Community Development (755-6707).
- Electrical wiring: State Department of Labor and Industries, (324-2640).
- Sewer and water hook-up: Liberty Lake Sewer and Water District, (922-5443).
- Hydrants: Spokane County Fire District #1

These agencies should be contacted directly for their particular inspection requirements.

Will the permit expire?

Your permit will be considered null and void by limitation if the work authorized by the permit is not commenced or is stopped for a period of 180 days, unless a written request for an extension of the permit is received and approved by the building official prior to expiration. At a minimum, an inspection should be requested at least once every 180 days to assure the validity of the permit.

For more information or an appointment contact:
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